## Forestry England Property Rental Application Form

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| **Forestry England Property:** |  |
| **Date:** |  |
| **Viewing arranged with (Forestry England staff member):** |  |

* Please complete the table below for each adult who intends to live at the property.
* Where income details are requested, if more than two adults are to reside in the property the two highest earners’ details should be recorded.

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| --- | --- | --- |
| 1. Tenant Details | Applicant 1 | Applicant 2 |
| First Name |  |  |
| Surname **Previous name(s), e.g., maiden name** |  |  |
| Current Address **Postcode** |  |  |

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| 1. Tenant Details cont. | | Applicant 1 | Applicant 2 |
| Current home status (Renting, owned, living with family/friends etc) | |  |  |
| Telephone number | |  |  |
| Email address | |  |  |
| Reason for moving home (max 250 words). |  | | |
| Are you an Active Commoner (Yes/No). If Yes, please provide details of your current commoning activities (max 250 words). |  | | |

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| 2. Employment & Income | Applicant 1 If there are more than two adults, Applicant 1 and 2 should be the people with the highest incomes | Applicant 2If there are more than two adults, Applicant 1 and 2 should be the people with the highest incomes |
| Occupation |  |  |
| Employer’s name and address |  |  |
| Employment status |  |  |
| Annual Gross Salary |  |  |
| Length of employment in current role |  |  |

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| 3. Use of the property |  |
| Please list all the expected residents and their age |  |
| **Please list any pets you wish to be kept at the property** |  |
| **Do you intend to store any vehicles, trailers or other large items at the property?** |  |
| **How would renting this property benefit you/your family/your commoning activity and/or increase the public benefit derived from your activities?** |  |

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| 5. References | **Please provide contact details for TWO references to evidence your good character. If you are currently renting or have done so recently one of these should be your existing/most recent landlord. Do not name your current employer if you have done so above.** |
| Reference 1 |  |
| **Name:** |  |
| **Relationship to you (landlord/ex-employer/friend/colleague) and how long they have known you:** |  |
| **Address:** |  |
| **Telephone:** |  |
| **Email:** |  |

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| Reference 2 |  |
| **Name:** |  |
| **Relationship to you (landlord/ex-employer/friend/colleague) and how long they have known you:** |  |
| **Address:** |  |
| **Telephone:** |  |
| **Email:** |  |

### 6. Declaration

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| **Applicant 1** | I confirm that the information provided herein is true and honest and may be held by Forestry England and used for references and credit checks prior to any tenancy being offered. I understand that if my circumstances change resulting in changes to some of these details my eligibility to rent the property, or to continue renting at a rate set by the formula mentioned above may result in my tenancy not being renewed or the rent changing. |
| **Print Name** |  |
| **Signature** |  |
| **Date** |  |

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| **Applicant 2** | I confirm that the information provided herein is true and honest and may be held by Forestry England and used for references and credit checks prior to any tenancy being offered. I understand that if my circumstances change resulting in changes to some of these details my eligibility to rent the property, or to continue renting at a rate set by the formula mentioned above may result in my tenancy not being renewed or the rent changing. |
| **Print Name** |  |
| **Signature** |  |
| **Date** |  |

### 7. Privacy Notice

The personal information you give us will be held by Forestry England. We will use this information to help process your application and select a tenant. We will process your personal information in accordance with the requirements of current data protection legislation. If you do not provide the required information, we will be unable to process your tenancy application.

All information provided by you will be held by Forestry England for the period of your tenancy. If you were not successful in your application, then we will retain your information for two years in order to allow us to notify you of any other properties that may become available to let.

You have the right to request that your tenancy application records are deleted and for any incomplete applications to be withdrawn at any time by notifying Forestry England. The Forestry Commission’s personal information charter [can be found here](https://www.gov.uk/government/organisations/forestry-commission/about/personal-information-charter).

Forestry England, through the Forestry Commission, is registered as a data controller under the Data Protection Act 1998 (Registration No: Z6542658). The Forestry Commission’s Data Protection Officer can be contacted at informationrights@forestrycommission.gov.uk.

You have a right to lodge a complaint with the supervisory authority the Information Commissioner’s Office (www.ico.org.uk).